

# Memorandum

Date : JUN 30 2010

To : James A. Yates  
Warden  
Pleasant Valley State Prison

Subject : **DISABILITY PLACEMENT PROGRAM COMPLIANCE REVIEW – PLEASANT VALLEY STATE PRISON**

The Office of Audits and Compliance in conjunction with the Office of Court Compliance, conducted a Disability Placement Program (DPP) Compliance Review at the Pleasant Valley State Prison, from May 10 through May 13, 2010. This review included: DPP Policy, DPP Mission, DPP Training, DPP Process Verification, Physical Plant and Maintenance, Appeals, Housing, Effective Communication, Disability Verification, Disability Effective Communication System, and Accessibility of Programs.

This effort is designed to:

1. Provide the institution with a comprehensive review; and
2. Improve operations and accountability.

Attached are the Audit Reports of Findings which include an Executive Summary. Please submit to Correctional Administrators Dorothy Smith and Julian Martinez, via email, your corrective action plan, including time frames, target dates, and/or rebuttals within 30 days of the date of this memorandum.

Keep up the good work and let me know if you have any questions, comments, or suggestions. I can be reached at (916) 255-3164.



GEORGE VALENCIA  
Assistant Secretary (A)  
Office of Audits and Compliance

## Attachment

cc: George Giurbino, Division of Adult Institutions  
Richard Subia, Division of Adult Institutions  
W. J. "Joe" Sullivan, Division of Adult Institutions  
Tina Hornbeak, Division of Adult Institutions  
Julian Martinez, Office of Court Compliance  
Rick Wells, Office of Court Compliance  
Michael Hallman, Office of Court Compliance  
Jan Harnden, Facilities Management Division

# **California Department of Corrections and Rehabilitation**

## **Office of Audits and Compliance**



## **Disability Placement Program Compliance Review**

**Pleasant Valley State Prison**

**May 10 – May 13, 2010**

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**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM  
COMPLIANCE REVIEW  
EXECUTIVE SUMMARY  
MAY 10 - 13, 2010**

Evaluation Team Members: J. Thomas, (Team Leader), J. Russell (Assistant Team Leader), M. Brown, D. Walker, A. Sisneros, A. Sylva, D. Duvall, G. Ochoa, and M. Robinson

**COMPARATIVE STATISTICAL SUMMARY CHART**

<b>OVERALL RATING</b>	<b>PHYSICAL PLANT MAINTENANCE RATING</b>	<b>RATING WITHOUT PHYSICAL PLANT MAINTENANCE</b>	<b>LAST AUDIT (9-14-2009)</b>
87%	82%	88%	86%

Below are the Disability Placement Program (DPP) ratings for each area. Areas that have a score below 85 percent require a Corrective Action Plan (CAP). The Warden and Medical Administrator shall be responsible for preparing and implementing a CAP within 30 days of receiving the preliminary results from the Office of Audits and Compliance (OAC). It is recommended that appropriate institutional staff coordinate with the Office of Court Compliance (OCC), Field Correctional Counselor II in developing the CAP. The unsigned CAP shall be forwarded to the OCC and the OAC Correctional Administrators.

**A. DPP POLICY (100 percent)**

**B. DPP MISSION (100 percent)**

**C. DPP TRAINING (92 percent)**

1. Formal training, with DPP Lesson Plans, is required to include the following:

- d. Health Care: A-0557 (Medical, Mental Health, Dental Staff).

**198 required, 161 attended (81 percent)**

2. Designated staff has not received formal training in each of the following:  
Effective Communication: A-1171 (Health Care Staff).

**159 required, 122 attended (77 percent)**

**D. DPP PROCESS VERIFICATION (80 percent)**

A total of 80 Central Files (C-File) were reviewed.

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8. The Classification Chrono, (CDC Form 128-G), (initial/annual) is required to document DPx or DNx status and placement.

**38 relevant C-Files reviewed, 32 correct (84 percent)**

9. The Classification Committee is required to consider the inmate's limitations as documented in the Chrono Medical, Psych., Dental (CDC Form 128-C), or Comprehensive Accommodation Chrono, (CDC Form 7410), during program assignments.

**6 relevant C-Files reviewed, 3 correct (50 percent)**

12. Inmates designated as Disability Impacting Hearing (DPH), Disability Impacting Speech (DPS), Disability Not Impacting Hearing (DNH), and Disability Not Impacting Speech (DNS) must be interviewed within 14 days of arrival or of being identified as DPH, DPS, DNH, or DNS to determine the inmates' primary and secondary method of communication.

**6 relevant C-Files reviewed, 3 correct (50 percent)**

14. The CDC Form 1515 (Rev 05/01) (Notice and Conditions of Parole) does not document effective communication and accommodations provided to vision, hearing and speech disabled inmates and inmates on the Learning Disability (LD) and Test of Adult Basic Education (TABE) 4.0 or lower lists.

**3 relevant C-Files reviewed, 2 correct (67 percent)**

**E. PHYSICAL PLANT AND MAINTENANCE (82 percent)**

5. Work Order Coordinators (WOC's) do not assign the Work Request an American with Disability Act (ADA) program log number and maintain a copy of Work Request submitted by their department.

a. Assign each ADA Work Request with an ADA program log number.

**29 ADA Work Requests reviewed, 18 correct (62 percent)**

6. Department supervisors do not review the work request forms for accuracy, as well as sign and route the original to the Work Order Coordinator within the same day the work request was received or by the next business day if the work request was submitted during non-business hours, weekends or holidays.

**27 Work Requests reviewed, 13 correct (48 percent)**

7. ADA work requests for repairs are not entered into the Standard Automated Preventive Maintenance System (SAPMS) correctly.

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- c. Work Requests entered within 24 hours of receipt.

**13 ADA Work Requests reviewed, 7 correct (54 percent)**

- e. Program log numbers reflected on Work Order.

**23 ADA Work Orders reviewed, 0 correct (0 percent)**

- f. Work Order contains an asset number.

**23 ADA Work Orders reviewed, 4 correct (17 percent)**

- g. DPP asset location identified on Work Order.

**23 ADA Work Orders reviewed, 16 correct (70 percent)**

11. The Institution's Asset/Feature Inventory list is not updated to reflect the actual Asset/Feature.

**10 Asset/Features were physically examined, 6 correct (60 percent)**

**F. APPEALS (97 percent)**

**G. HOUSING (96 percent)**

1. The Disability Effective Communication (DEC) DPP housing rosters are not distributed to the Housing Units, Medical Housing, Medical, Dental and Mental Health Clinics and the Principal at least weekly.

Education/Vocation Supervisor

**1 reviewed, 0 correct (0 percent)**

**H. EFFECTIVE COMMUNICATION (65 percent)**

A total of 80 C-Files and 40 Unit Health Records (UHR) were reviewed.

1. The following questions refer to the libraries.

- a. The law library does not contain materials in alternate formats, e.g. large print Armstrong Remedial Plan (ARP), audio or Braille.

**6 reviewed, 5 correct (83 percent)**

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- f. The libraries do not have a magnifier in good working condition.

**6 reviewed, 5 correct (83 percent)**

7. Effective communication (EC) is required to be documented for inmates with vision, hearing, and speech disabilities and inmates on LD and TABE 4.0 or lower lists on the following due process documents: Notice of Classification Hearing (CDC Form 128-B-1); Classification Chrono (CDC Form 128-G); Rules Violation Report (CDC Form 115) (initial copy issuance, Hearing disposition and final copy issuance); Investigative Employee Reports and Administrative Segregation Unit Placement Notice (CDC Form 114-D), (ARP II.E.2 and EC Memorandum Revised, dated October 22, 2003).

- b. Notice of Classification Hearings (CDC 128B-1).

- b2. If assistance/accommodation was required, it was not provided.

**39 CDC 128B-1's reviewed, 22 correct (56 percent)**

- b3. If assistance/accommodation was provided, staff did not document how they determined the inmate understood.

**39 CDC 128B-1's reviewed, 22 correct (56 percent)**

- c. Administrative Segregation Unit Placement Notices (CDC 114-D).

- c2. If assistance/accommodation was required, it was not provided.

**3 CDC 114-D's reviewed, 0 correct (0 percent)**

- c3. If assistance/accommodation was provided, staff did not document how they determined the inmate understood.

**3 CDC 114-D's reviewed, 0 correct (0 percent)**

- d. Rules Violation Report (CDC 115)

- d2. If assistance/accommodation was required, it was not provided.

**8 CDC 115's reviewed, 2 correct (25 percent)**

- d3. If assistance/accommodation was provided, staff did not document how they determined the inmate understood.

**8 CDC 115's reviewed, 4 correct (50 percent)**

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8. Health care providers are required to document EC for clinical encounters with DPH, DPV, DPS, and inmates on the LD and TABE 4.0 or lower lists.
  - a. Medical
    - a2. If assistance/accommodation was required, it was not provided.  
**40 documented encounters, 0 correct (0 percent)**
    - a3. If assistance/accommodation was provided, staff did not document how they determined the inmate understood.  
**40 documented encounters, 0 correct (0 percent)**
  - b. Dental
    - b2. If assistance/accommodation was required, it was not provided.  
**27 documented encounters, 6 correct (22 percent)**
    - b3. If assistance/accommodation was provided, staff did not document how they determined the inmate understood.  
**27 documented encounters, 8 correct (30 percent)**
  - c. Mental Health
    - c2. If assistance/accommodation was required, it was not provided.  
**29 documented encounters, 2 correct (7 percent)**
    - c3. If assistance/accommodation was provided, staff did not document how they determined that the inmate understood.  
**29 documented encounters, 2 correct (7 percent)**

**I. DISABILITY VERIFICATION (83 percent)**

3. Section F of the CDC Form 1845, Disability Placement Program Verification, was not completed correctly.  
**15 reviewed, 4 correct (27 percent)**

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4. There is no corresponding CDC 128-C (Chrono Medical, Psych., Dental) or CDC 7410 (Comprehensive Accommodation Chrono) listing physical limitations or assistance with daily living needs.

UHR

**16 reviewed, 5 correct (31 percent)**

C-File

**23 reviewed, 14 correct (61 percent)**

5. The 128-B (General Chrono) EC Chronos are not attached to the CDC Form 1845, for inmates with hearing and speech disabilities in the C-File and UHR.

UHR

**9 reviewed, 6 correct (67 percent)**

12. Special Health Care appliances are not delivered to the inmate within 10 days of arrival to the institution.

**1 area reviewed, 0 correct (0 percent)**

**J. DEC SYSTEM (100 percent)**

**K. ACCESSIBILITY OF PROGRAMS (94 percent)**

1. The following questions apply to Transportation and Receiving and Release Operations.

c. Health Care Appliances are not listed on the inmate's property card.

**1 area reviewed, 0 correct (0 percent)**

2. The following information was not included in orientation for all inmates:

b. Availability of the California Code of Regulations (CCR), ARP and similar printed materials in accessible formats.

3. Orientation is not communicated effectively (alternate formats).

**5 areas reviewed, 4 correct (80 percent)**

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**ADDITIONAL COMMENTS/OBSERVATION/ITEMS NOT RATED:**

There were two Investigative Employee Reports reviewed. Due to less than three, we did not rate these due process encounters. One of the Investigative Employee Reports provided assistance/accommodation and also documented how they determined the inmate understood the communication and one did not.

There was one CDC 115 where the inmate waived or no assistance/accommodation was required, due to the Senior Hearing Officer conducting a query. Due to less than three occurrences, this CDC 115 was not rated.

One CDCR 1824 (Reasonable Modification or Accommodation Request) was determined to involve a major life activity, safety, effective communication for due process or medical, was not processed as an emergency appeal per the criteria outlined in CCR 3084.7a. Due to less than three occurrences, this appeal was not rated.

**ADA WORK ORDERS**

Based on the review of the Asset State of Repair Report (ASOR) for the month of December 2009, January and February 2010, PVSP generated 59 ADA work orders. The compliance team only received 23; additionally, two of the ADA work orders are not on the ASOR. This condition makes it difficult to determine the chain of custody of ADA work request and work orders used to track and monitor the timely repair of ADA assets and features.

**DPP ASSETS/FEATURES**

There is not an ongoing assessment of DPP assets and features inventory in accordance to policy. PVSP currently has 1000 inventoried ADA assets and features on its inventory list, which is overstated. For example, staff restrooms are inventoried which should not be on the list. Also, ADA showers are inventoried, as well as all the components within the shower, either the shower or each component should be listed separately, not both. We also noted multiple assets and features with the same asset number (e.g.370007700617).

**WOC**

The following deficiencies relate to the WOC:

- Log books are not standardized per the Pleasant Valley State Prison Operational Procedures #084 and policy directed by Facilities Management Division.
- The description of work requested is missing and or unclear on work requests.
- WOC's are not always generating and sending work requests to Plant Operations if an emergency phone call is placed to Plant Operations.

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**SAPMS**

- There are deficiencies related to processing ADA work orders such as timely entering, multiple asset numbers for the same asset/feature etc.
- Plant Operations does not use the Plant Operations Weekly Work Order Sheet (CDCR Form 2186) to account for self-generated ADA work orders.
- There is difficulty determining if work requests are entered into the SAPMS database timely. For example, staff certifies that work is completed 5 days before the SAPMS work order is generated. (This issue may be remedied by using and completing the CDCR 2186).

## DISABILITY CODES AND DEFINITIONS

<b>Inmate Requires Special Placement at Designated DPP Facility</b>	<b>Inmate Does Not Requires Special Placement and May be Placed at any Facility According to Case Factors</b>
<b>DPW</b> -Full time Wheelchair User Requires wheelchair accessible housing and path of travel.	No corresponding category.
<b>DPO</b> -Intermittent Wheelchair User Requires lower bunk, wheelchair accessible path of travel and does not require wheelchair accessible cell.	No corresponding category.
<b>DPM</b> - Mobility Impairment-With or without assistive devices (Wheelchairs shall not be prescribed) Orthopedic, neurological or medical condition that substantially limits ambulation(cannot walk 100 yards on a level surface without pause) Requires lower bunk, no triple bunk, and no stairs in path	<b>DNM</b> -Mobility Impairment (lower extremities) Walks 100 yards without pause with or without assistive devices
<b>DPH</b> -Deaf/Hearing Impairment Must rely on written communication, lip reading or signing as residual hearing, with assistive devices, will not enable them to hear, understand or localize emergency warning or public address announcements.	<b>DNH</b> -Hearing Impairment With residual hearing at a functional level with hearing aid(s)
<b>DPV</b> -Blind/Vision Impairment Not correctable to central vision of better than 20/200 with corrective lens in at least one eye	No corresponding category.
<b>DPS</b> -Speech Impairment Does not communicate effectively speaking or in writing	<b>DNS</b> -Speech Impairment Does not communicate effectively speaking, but does when writing.

## **GLOSSARY**

<b>ADA</b>	American with Disability Act
<b>ADL</b>	Assistant with Daily Living
<b>ARP</b>	Armstrong Remedial Plan
<b>ASU</b>	Administrative Segregation Unit
<b>BPH</b>	Board of Parole Hearings
<b>CAP</b>	Corrective Action Plan
<b>CC</b>	Correctional Counselor
<b>CCR</b>	California Code of Regulations
<b>C-File</b>	Central File
<b>CDC 114-D</b>	Administrative Segregation Unit Placement Notice
<b>CDC 115</b>	Rules Violation Report
<b>CDC 128-B</b>	General Chrono
<b>CDC 128-B1</b>	Notice of Classification Hearing
<b>CDC 128-C</b>	Chrono Medical, Psych., Dental
<b>CDC 128-G</b>	Chrono Classification (Regular)
<b>CDC 611</b>	Release Study Program/Parole Assessment
<b>CDC 1845</b>	Disability Placement Program Verification
<b>CDC 7410</b>	Comprehensive Accommodation Chrono
<b>CDCR 602</b>	Inmate/Parolee Appeal English
<b>CDCR 816</b>	Reception Center Readmission Summary
<b>CDCR 1515</b>	Notice & Conditions of Parole
<b>CDCR 1824</b>	Reasonable Modification or Accommodation Request
<b>CDCR 2184</b>	Plant Operations Work Request
<b>CDCR 2186</b>	Plant Operations Weekly Work Order Sheet
<b>CMO</b>	Chief Medical Officer
<b>CPMP</b>	Community Prisoner Mother Programs
<b>C&amp;PR</b>	Classification and Parole Representative
<b>DEC</b>	Disability Effective Communication
<b>DPP</b>	Disability Placement Program
<b>DNx</b>	Disability Not Impacting Placement
<b>DPx</b>	Disability Impacting Placement
<b>DTF</b>	Drug Treatment Furlough
<b>EC</b>	Effective Communication
<b>FMD</b>	Facilities Management Division
<b>FTTP</b>	Foreign Prisoner Transfer Treaty Program
<b>GP</b>	General Population
<b>HCA</b>	Health Care Appliance
<b>ISRS</b>	Institutional Staff Recommendation Summary
<b>LD</b>	Learning Disability
<b>LOP</b>	Local Operational Procedures
<b>MOHU</b>	Mental Health Outpatient Housing Unit
<b>OCC</b>	Office of Court Compliance

<b>PG</b>	Privilege Group
<b>PHU</b>	Protective Housing Unit
<b>PLO</b>	Prison Law Office
<b>PSU</b>	Psychiatric Services Unit
<b>RBG</b>	Rosen Bien and Galvan, LLP
<b>RC</b>	Reception Center
<b>R&amp;R</b>	Receiving and Release
<b>SA</b>	Staff Assistant
<b>SAPMS</b>	Standard Automated Preventive Maintenance System
<b>SHU</b>	Security Housing Unit
<b>TABE</b>	Test of Adult Basic Education
<b>TTY</b>	Teletype Writer
<b>UHR</b>	Unit Health Record
<b>VHS</b>	Vision/Hearing/Speech
<b>WO</b>	Work Order
<b>WOC</b>	Work Order Coordinator
<b>W/R</b>	Work Request

**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

<b>Institutional Summary</b>		<b>Value</b>	<b>Score</b>	<b>Success</b>
		2075	1798	87%
A.	DPP POLICY	110	110	100%
B.	DPP MISSION	40	40	100%
C.	DPP TRAINING	170	156	92%
D.	DPP PROCESS VERIFICATION	110	88	80%
E.	PHYSICAL PLANT AND MAINTENANCE	460	377	82%
F.	APPEALS	290	282	97%
G.	HOUSING	115	110	96%
H.	EFFECTIVE COMMUNICATION	275	178	65%
I.	DISABILITY VERIFICATION	180	149	83%
J.	DEC SYSTEM	60	60	100%
K.	ACCESSIBILITY OF PROGRAMS	265	248	94%

**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**A. DPP POLICY**

		Value	Score
1. Are the ARP, Armstrong court related documents, and departmental memoranda contained in the Hiring Authority Binder?			
a. Warden	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
b. Health Care Manager/CMO	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
2. Do Local Operational Procedures (LOPs) include the following for inmates with disabilities? (ARP IV.I.2b, 5, 6, 8, & 10)			
a. Modification of standing count procedures for mobility impaired inmates	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
b. Search procedures for mobility impaired inmates and prosthetic limbs	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
c. Telephone/TTY Procedure	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
d. Evacuation Procedure	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
3. Does the institution have a written plan for alternate DPW ASU:			
a. Housing	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
b. Yard accessibility	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
c. Shower	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
4. Is the current DPP Disability Effective Communication (DEC) Roster in the Hiring Authority Binder?			
a. Warden	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
b. Health Care Manager/CMO	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
Total		<input type="text" value="110"/>	<input type="text" value="110"/>

**B. DPP MISSION**

1. Is the Institution's DPP mission contained in the Hiring Authority Binder?			
a. Warden	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
b. Health Care Manager/CMO	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
2. Is an ADA Coordinator identified and is he/she at an Associate Warden/Correctional Administrator level or higher?	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
3. Is the DPP Teacher position(s) filled?	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Are DPP responsibilities included in duty statements for the following?:			
a. ADA Coordinator	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
b. DPP Teacher	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5. Is the staff Sign Language Interpreter position filled, or has the institution made efforts to fill the position where required?	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total		<input type="text" value="40"/>	<input type="text" value="40"/>

**PLEASANT VALLEY STATE PRISON  
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**C. DPP Training**

					Value	Score
1.	Have staff received formal DPP training with a DPP Lesson Plans to include the following?:					
	a. Overview: A-0554 (All Staff)					
	Number of Staff Requiring Training	1528	Number of Staff Trained	1403	92%	20 18
	b. Custody: A-0556 (Custody and Correctional Counselor Staff)					
	Number of Staff Requiring Training	945	Number of Staff Trained	934	99%	20 20
	c. Classification: A-0555 (Correctional Counselor Staff)					
	Number of Staff Requiring Training	36	Number of Staff Trained	36	100%	20 20
	d. Health Care: A-0557 (Medical, Mental Health, Dental Staff)					
	Number of Staff Requiring Training	198	Number of Staff Trained	161	81%	20 16
2.	Have designated staff received formal training in each of the following?:					
	a. Health Care Appliances: A-1170 (Custody Staff in ASU/SHU/R&R/Transportation)					
	Number of Staff Requiring Training	103	Number of Staff Trained	97	94%	20 19
	b. Effective Communication: A-1171 (Correctional Counselors/Health Care Staff)					
	Number of Counseling Requiring Training	36	Number of Staff Trained	32	89%	20 18
	Number of Health Care Staff Requiring Training	159	Number of Staff Trained	122	77%	20 15
3.	Does training for Staff Assistants include the policy for determining and documenting effective communication for inmates with hearing, vision, speech impairments and inmates on the LD and TABE 4.0 or Lower lists?				Y	10 10
4.	Does training for Investigative Employees include the policy for determining and documenting effective communication for inmates with hearing, vision, speech impairments and inmates on the LD and TABE 4.0 or Lower lists?				Y	10 10
5.	Does training for Hearing Officers and Senior Hearing Officers include existing policy for determining and documenting effective communication for inmates with hearing, vision, speech impairments and inmates on the LD and TABE 4.0 or Lower lists?				Y	10 10
Total					170	156

**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**D. DPP PROCESS VERIFICATION**

						Value	Score			
1.	Does the bus screening process include an interview to determine whether the inmate has a disability?									
	Number Reviewed	<u>1</u>	Number OK	<u>1</u>	<u>100%</u>	<table><tr><td>10</td><td>10</td></tr></table>	10	10		
10	10									
2.	If the interview indicates that the inmate may have a disability, does the nurse refer the inmate for medical verification if needed?									
	Number Reviewed	<u>1</u>	Number OK	<u>1</u>	<u>100%</u>	<table><tr><td>10</td><td>10</td></tr></table>	10	10		
10	10									
3.	Does the Institution Staff Recommendation Summary (ISRS) or the CDC 816, RC Readmission Summary contain information about the inmate's disability?									
	Number Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td><td>0</td></tr></table>	0	0		
0	0									
4.	If the RC stay is extended and the inmate is DPX or dialysis, is there a CDC 128G addressing the Privilege Group (PG) on the 61 <sup>st</sup> day?									
	Number Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td><td>0</td></tr></table>	0	0		
0	0									
5.	If extended stay privileges have been granted, are inmates receiving their privileges?									
	Number Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td><td>0</td></tr></table>	0	0		
0	0									
6.	Are inmates who have impacting disabilities transferred within seven days from a Reception Center with a mission that is inconsistent with the inmate's disability?					<table><tr><td>0</td></tr></table>	0	<table><tr><td>0</td><td>0</td></tr></table>	0	0
0										
0	0									
7.	Is the Expedited Transfer process being followed for General Population inmates that have disabilities that impact their placement?					<table><tr><td>Y</td></tr></table>	Y	<table><tr><td>10</td><td>10</td></tr></table>	10	10
Y										
10	10									
8.	Is there a CDC Form 128 G documenting DPx or DNx status and placement?									
	Number Reviewed	<u>38</u>	Number OK	<u>32</u>	<u>84%</u>	<table><tr><td>10</td><td>8</td></tr></table>	10	8		
10	8									
9.	Does the Classification Committee consider the inmate's limitations as documented in the CDC Form 128C or CDC 7410 when considering program assignments?									
	Number Reviewed	<u>6</u>	Number OK	<u>3</u>	<u>50%</u>	<table><tr><td>10</td><td>5</td></tr></table>	10	5		
10	5									
10.	Are DPP inmates evaluated for community-based programs (Camp, FTTP, DTF, CPMP) based on the application of criteria in ARP II.H and IV. K.?									
	Number Reviewed	<u>23</u>	Number OK	<u>23</u>	<u>100%</u>	<table><tr><td>10</td><td>10</td></tr></table>	10	10		
10	10									
11.	If the DPx inmate is on Medically Unassigned or Medically Disabled status, is there a CDC Form 128G reflecting a classification committee's review of limitations listed on a CDC Form 128 C and/or CDC Form 7410?									
	Number Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td><td>0</td></tr></table>	0	0		
0	0									

**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**D. DPP PROCESS VERIFICATION**

Value      Score

12    Are inmates designated as DPH, DPS, DNH, and DNS interviewed within 14 days of arrival or of being identified as DPH, DPS, DNH or DNS to determine the inmates' primary and secondary methods of communication?  
 Number Reviewed      6      Number OK      3      50%  
 Comments:

20	10
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13.   Does the CDC Form 611 (Rev 05/01) or CDC Form 128B, ADA Documents for Transition to Parole, appropriately reflect all documents in the Central File that verify disabilities?  
  
 Number Reviewed      10      Number OK      9      90%  
 Comments:

20	18
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14    Does the CDC Form 1515 (Rev 05/01) document effective communication and accommodations provided to vision, hearing and speech disabled inmates and inmates on the LD and TABE 4.0 or Lower lists?  
  
 Number Reviewed      3      Number OK      2      67%  
 Comments:

10	7
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Total	110	88
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**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**E. PHYSICAL PLANT AND MAINTENANCE**

						Value	Score
1.	Do the following institutional managers and staff have the current revision of the Operational Procedure FMD-0100?						
	a. ADA Coordinator					<div>Y</div>	<div>20</div>
	b. Correctional Plant Manager					<div>y</div>	<div>20</div>
	c. Work Order Coordinators	<div>9</div>	No. OK	<div>9</div>	Total WOC	<div>100%</div>	<div>20</div>
2.	Are work request forms available to Facility/Housing Unit staff:	<div>8</div>	No. OK	<div>8</div>	Total Facilities	<div>100%</div>	<div>20</div>
3.	Do employees complete ADA work request forms by noting "ADA" on the upper portion of the request, as well as signing and routing the forms to their supervisor during their shift?						
	a. Note as ADA	<div>26</div>	No. OK	<div>29</div>	Total ADA W/R	<div>90%</div>	<div>20</div>
	b. Sign and Route	<div>18</div>	No. OK	<div>18</div>	Total ADA W/R	<div>100%</div>	<div>20</div>
4.	Have employees and supervisors properly categorized work requests as ADA work requests?	<div>48</div>	No. OK	<div>50</div>	Total W/R	<div>96%</div>	<div>20</div>
5.	Do the Work Order Coordinators (WOCs) assign the Work Request an ADA program log number and maintain a copy of Work Requests submitted by their department?						
	a. Assign each ADA Work Request with an ADA program log number?	<div>18</div>	Assigned Correctly	<div>29</div>	Total ADA W/R	<div>62%</div>	<div>20</div>
	b. Maintain a copy of all ADA Work Requests submitted by their departments?	<div>9</div>	No. OK	<div>9</div>	Total WOC	<div>100%</div>	<div>20</div>
	c. Send copy of Work Requests to ADA Coordinator?	<div>9</div>	No. OK	<div>9</div>	Total WOC	<div>100%</div>	<div>20</div>
	d. Maintain a program log book or acceptable tracking alternative?	<div>9</div>	No. OK	<div>9</div>	Total WOC	<div>100%</div>	<div>20</div>
6.	Do the department supervisors review the work request forms for accuracy, as well as sign and route the originals to the Work Order Coordinator within the same day the work request was received or by the next business day if the work request was submitted?						
	a. Supervisor review and sign	<div>13</div>	No. OK	<div>27</div>	Total ADA W/R	<div>48%</div>	<div>20</div>
	b. Route timely to WOC	<div>17</div>	No. OK	<div>18</div>	Total ADA W/R	<div>94%</div>	<div>20</div>
7.	Are all the ADA work requests for repairs input into the SAPMS system correctly?						
	a. Does the institution have a designated SAPMS Manager to input Work Requests?					<div>y</div>	<div>20</div>
	b. Does institution have at trained backup for the SAPMS Manager?					<div>y</div>	<div>20</div>
	c. W/R input within 24 hours of receipt ?	<div>7</div>	No. OK	<div>13</div>	Total ADA W/O	<div>54%</div>	<div>20</div>
	d. Is ADA noted on upper portion of the Work Order	<div>22</div>	No. OK	<div>23</div>	Total ADA W/O	<div>96%</div>	<div>20</div>
	e. Program log number is reflected on Work Order?	<div>0</div>	No. OK	<div>23</div>	Total ADA W/O	<div>0%</div>	<div>20</div>
	f. Work order contains asset number?	<div>4</div>	No. OK	<div>23</div>	Total ADA W/O	<div>17%</div>	<div>20</div>

**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**E. PHYSICAL PLANT AND MAINTENANCE**

Value                      Score

g. DPP asset location identified  
on Work Order?                      16                      No. OK                      23                      Total ADA W/O                      70%

20

14

**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**E. PHYSICAL PLANT AND MAINTENANCE**

						Value	Score
8	Do ADA work orders get generated for inmate appeals (1824/602) with legitimate claims of an inoperable ADA feature or asset?	<u>0</u>	No. Generated	<u>0</u>	Total Appeals	0%	<div>0</div> <div>0</div>
9	Does the ADA Coordinator track, follow-up and monitor the status of ADA repairs?					<div>Y</div>	<div>20</div> <div>20</div>
10.	Does the ADA Coordinator track whether alternative/interim accommodations have been provided when ADA repairs have not been made within 24 hours?					<div>Y</div>	<div>20</div> <div>20</div>
11.	Is the Institution Asset/Feature Inventory Report updated to reflect the actual asset/feature?	<u>6</u>	No. OK	<u>10</u>	Total Appeals	60%	<div>20</div> <div>12</div>
					Total	<u>460</u>	<u>377</u>

**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**F. APPEALS**

						Value	Score	
1.	If the Appeals Coordinator position(s) was vacant at any time since January 18, 2007, was the vacancy filled within thirty days?	Y	20	20				
2.	If the Medical Appeals Analyst position(s) was vacant at any time since January 18, 2007, was the vacancy filled within thirty days?	Y	20	20				
3.	Are CDC Form 1824s available to inmates in the following areas?							
	a. GP housing units	25	Number OK	24	96%	10	10	
	(including Mental Health)							
	b. Medical Housing	1	Number OK	1	100%	10	10	
	c. Libraries	0	Number OK	0	0%	0	0	
	d. Law Library	6	Number OK	6	100%	10	10	
	e. Special Housing	2	Number OK	2	100%	10	10	
4.	Are appeal boxes emptied daily and the CDC Form 1824s forwarded to the Appeals Office? For prisons that do not have appeal boxes, are CDC Form 1824s routed through the institution mail, delivered to the mail room and forwarded to the Appeals Office daily?							
	a. GP housing units	25	Number OK	25	100%	10	10	
	(including Mental Health)							
	b. Medical housing	1	Number OK	1	100%	10	10	
	c. Special Housing	2	Number OK	2	100%	10	10	
5.	Are CDC 1824 response due dates assigned based upon the date the appeals office receives the appeal?							
	Number Reviewed	92	Number OK	79	86%	20	17	
6.	Are CDC 1824s being sent to the appropriate division head for response?							
	Number Reviewed	93	Number OK	92	99%	20	20	
7.	Are CDC 1824s referred to medical for verification when required?							
	Number Reviewed	42	Number OK	41	98%	20	20	
8.	Are staff following the ARP process for medical verification?							
	Number Reviewed	42	Number OK	39	93%	20	19	
9.	Are temporary (interim) accommodations granted when appropriate?							
	Number Reviewed	7	Number OK	6	86%	20	17	
10.	Are the CDC 1824 responses complete, thorough and address all ADA issues?							
	Number Reviewed	92	Number OK	91	99%	20	20	
	Comments:							

**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**F. APPEALS**

11. Are the CDC 1824s returned to the appellant within specified time frames?

a. 1 <sup>st</sup> Level Custody?	<u>89</u>	Number OK	<u>86</u>	<u>97%</u>
b. 2 <sup>nd</sup> Level Custody?	<u>18</u>	Number OK	<u>17</u>	<u>94%</u>
c. 1 <sup>st</sup> Level Medical?	<u>161</u>	Number OK	<u>161</u>	<u>100%</u>
d. 2 <sup>nd</sup> Level Medical?	<u>21</u>	Number OK	<u>21</u>	<u>100%</u>

12. If the appeal was rejected (not processed as ADA) was the rejection based upon the criteria in ARP IV.I.23.b; CCR 3084.3 (c)?

Number Reviewed	<u>9</u>	Number OK	<u>9</u>	<u>100%</u>
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13. If the appeal issue involved a major life activity, safety, effective communication for due process or medical, or otherwise meets the criteria outlined in CCR 3084.7a, was it processed as an emergency appeal?(Waived 1st Level and 2nd Level completed in 5 working days)

Number Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>
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Value      Score

10	10
10	9
10	10
10	10

20	20
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0	0
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Total	290	282
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**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**G. HOUSING**

1. Are the DEC DPP housing rosters distributed to the Housing Units, Medical Housing, Medical, Dental and Mental Health Clinics and the Principal at least weekly?

Value Score

GP Housing Units	<u>25</u>	Number OK	<u>24</u>	<u>96%</u>
Medical Housing	<u>1</u>	Number OK	<u>1</u>	<u>100%</u>
Clinics	<u>13</u>	Number OK	<u>13</u>	<u>100%</u>
Education/Vocation Supervisor	<u>1</u>	Number OK	<u>0</u>	<u>0%</u>
Special Housing	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>

5	5
5	5
5	5
5	0
5	5

2. Are all DPP inmates housed according to their housing restrictions?

a. DPW cells/bed?

GP Housing Units (including Mental Health)	<u>13</u>	Number OK	<u>13</u>	<u>100%</u>
Special Housing	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>

15	15
15	15

b. DPP with Lower Bunk Chrono?

GP Units reviewed	<u>24</u>	Number OK	<u>24</u>	<u>100%</u>
Special Housing	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>

10	10
10	10

c. DPP with Lower Tier Chrono?

GP Units reviewed	<u>22</u>	Number OK	<u>21</u>	<u>95%</u>
Special Housing	<u>1</u>	Number OK	<u>1</u>	<u>100%</u>

10	10
10	10

d. Ground floor?

GP Housing Units (including Mental Health)	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>
Special Housing	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>

0	0
0	0

3. Are the ADA posters (with the PLO & RBG addresses) displayed in locations that are in plain sight to the inmates.

GP Housing Units (including Mental Health)	<u>25</u>	Number OK	<u>24</u>	<u>96%</u>
Special Housing	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>
Medical Housing	<u>1</u>	Number OK	<u>1</u>	<u>100%</u>
Law Libraries Reviewed	<u>6</u>	Number OK	<u>6</u>	<u>100%</u>
Libraries Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>

5	5
5	5
5	5
5	5
0	0

Total

115	110
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**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**H. EFFECTIVE COMMUNICATION**

Value Score

1. The following questions refer to the inmate libraries:

a. Does the law library contain materials in alternate formats, e.g., large print ARP, audio, Braille?

Reviewed 6 Number OK 5 83%

5	4
---	---

b. Does the recreational library contain materials in alternate formats? e.g., large print ARP, audio, Braille?

Reviewed 0 Number OK 0 0%

0	0
---	---

c. Is there a written procedure for access to library equipment?

Reviewed 0 Number OK 0 0%

0	0
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d. Are CDC Form 1824s available in the library?

Reviewed 6 Number OK 6 100%

5	5
---	---

e. Are electronic reader machines in good working condition, e.g. Galileo?

Reviewed 0 Number OK 0 0%

0	0
---	---

f. Does the library have a magnifier in good working condition?

Reviewed 6 Number OK 5 83%

5	4
---	---

2. Does the Education Department maintain a tracking system of TABE scores and distribute the TABE 4.0 or Lower List to the Division Heads weekly?

Y	20	20
---	----	----

3. Does the Division Head distribute the TABE 4.0 or Lower List to the appropriate staff?

Interviewed 5 Number OK 5 100%

20	20
----	----

4. Does the Education Department maintain an LD list and distribute it to all Division Heads on a weekly basis?

Y	20	20
---	----	----

5. Does the Division Head distribute the LD list to the appropriate staff?

Interviewed 5 Number OK 5 100%

20	20
----	----

6. Does the Education Department issue a CDC 128-B LD Chrono when an inmate is placed on the LD list?

Y	20	20
---	----	----

7. Is effective communication documented for inmates with vision, hearing and speech disabilities and inmates on LD and TABE 4.0 or Lower Lists on the following due process documents: Notice of Classification Hearing (CDC 128-B-1), Classification Chronos (CDC 128-G), Rule Violation Reports (CDC 115) (Hearing disposition and final copy issuance), Investigative Employee Reports and Administrative Segregation Placement (CDC 114-D)? (ARP II.E.2 and Eff. Comm. Memo Revised, dated October 22, 2003)

a. Classification Chronos (CDC 128 G)

a1. If the inmate waived or no assistance/accommodation was required, is it documented?

Reviewed 0 Number OK 0 0%

0	0
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a2. If assistance/accommodation was required, was it provided?

Reviewed 27 Number OK 24 89%

10	9
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a3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?

Reviewed 27 Number OK 23 85%

10	9
----	---

**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**H. EFFECTIVE COMMUNICATION**

					Value	Score		
b. Notice of Classification Hearings (CDC 128 B-1)								
b1. If the inmate waived or no assistance/accommodation was required, is it documented?								
Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td></tr></table>	0	<table><tr><td>0</td></tr></table>	0
0								
0								
b2. If assistance/accommodation was required, was it provided?								
Reviewed	<u>39</u>	Number OK	<u>22</u>	<u>56%</u>	<table><tr><td>10</td></tr></table>	10	<table><tr><td>6</td></tr></table>	6
10								
6								
b3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?								
Reviewed	<u>39</u>	Number OK	<u>22</u>	<u>56%</u>	<table><tr><td>10</td></tr></table>	10	<table><tr><td>6</td></tr></table>	6
10								
6								
c. Administrative Segregation Unit Placement Notices (CDC 114-D)								
c1. If the inmate waived or no assistance/accommodation was required, is it documented?								
Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td></tr></table>	0	<table><tr><td>0</td></tr></table>	0
0								
0								
c2. If assistance/accommodation was required, was it provided?								
Reviewed	<u>3</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>10</td></tr></table>	10	<table><tr><td>0</td></tr></table>	0
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0								
c3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?								
Reviewed	<u>3</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>10</td></tr></table>	10	<table><tr><td>0</td></tr></table>	0
10								
0								
d. Rule Violation Report (CDC 115)								
d1. If the inmate waived or no assistance/accommodation was required, is it documented?								
Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td></tr></table>	0	<table><tr><td>0</td></tr></table>	0
0								
0								
d2. If assistance/accommodation was required, was it provided?								
Reviewed	<u>8</u>	Number OK	<u>2</u>	<u>25%</u>	<table><tr><td>10</td></tr></table>	10	<table><tr><td>3</td></tr></table>	3
10								
3								
d3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?								
Reviewed	<u>8</u>	Number OK	<u>4</u>	<u>50%</u>	<table><tr><td>10</td></tr></table>	10	<table><tr><td>5</td></tr></table>	5
10								
5								
e. Investigative Employee Report								
e1. If the inmate waived or no assistance/accommodation was required, is it documented?								
Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td></tr></table>	0	<table><tr><td>0</td></tr></table>	0
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0								
e2. If assistance/accommodation was required, was it provided?								
Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td></tr></table>	0	<table><tr><td>0</td></tr></table>	0
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0								
e3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?								
Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td></tr></table>	0	<table><tr><td>0</td></tr></table>	0
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**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**H. EFFECTIVE COMMUNICATION**

Value Score

8	Are health care providers documenting effective communication for clinical encounters with DPH, DPV, DPS and inmates on the LD and TABE 4.0 or Lower Lists?								
	a. Medical (Generated at Institution):								
	a1. If the inmate waived or no assistance/accommodation was required, is it documented?								
	Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0
0									
0									
	a2. If assistance/accommodation was required, was it provided?								
	Reviewed	<u>40</u>	Number OK	<u>0</u>	<u>0%</u>	<table border="1" style="display: inline-table;"><tr><td>10</td></tr></table>	10	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0
10									
0									
	a3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?								
	Reviewed	<u>40</u>	Number OK	<u>0</u>	<u>0%</u>	<table border="1" style="display: inline-table;"><tr><td>10</td></tr></table>	10	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0
10									
0									
	b. Dental (Generated at Institution):								
	b1. If the inmate waived or no assistance/accommodation was required, is it documented?								
	Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0
0									
0									
	b2. If assistance/accommodation was required, was it provided?								
	Reviewed	<u>27</u>	Number OK	<u>6</u>	<u>22%</u>	<table border="1" style="display: inline-table;"><tr><td>10</td></tr></table>	10	<table border="1" style="display: inline-table;"><tr><td>2</td></tr></table>	2
10									
2									
	b3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?								
	Reviewed	<u>27</u>	Number OK	<u>8</u>	<u>30%</u>	<table border="1" style="display: inline-table;"><tr><td>10</td></tr></table>	10	<table border="1" style="display: inline-table;"><tr><td>3</td></tr></table>	3
10									
3									
	c. Mental Health (Generated at Institution):								
	c1. If the inmate waived or no assistance/accommodation was required, is it documented?								
	Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0
0									
0									
	c2. If assistance/accommodation was required, was it provided?								
	Reviewed	<u>29</u>	Number OK	<u>2</u>	<u>7%</u>	<table border="1" style="display: inline-table;"><tr><td>10</td></tr></table>	10	<table border="1" style="display: inline-table;"><tr><td>1</td></tr></table>	1
10									
1									
	c3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?								
	Reviewed	<u>29</u>	Number OK	<u>2</u>	<u>7%</u>	<table border="1" style="display: inline-table;"><tr><td>10</td></tr></table>	10	<table border="1" style="display: inline-table;"><tr><td>1</td></tr></table>	1
10									
1									
9	Are staff in the housing units willing to assist inmates with reading or scribing documents related to CDCR programs, services, and activities?								
	GP Units	<u>25</u>	Number OK	<u>25</u>	<u>100%</u>	<table border="1" style="display: inline-table;"><tr><td>10</td></tr></table>	10	<table border="1" style="display: inline-table;"><tr><td>10</td></tr></table>	10
10									
10									
	Spec. Housing	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	<table border="1" style="display: inline-table;"><tr><td>10</td></tr></table>	10	<table border="1" style="display: inline-table;"><tr><td>10</td></tr></table>	10
10									
10									
10	Are Sign language interpreters provided to hearing and speech disabled inmates for due process events and clinical encounters when required?								
	a. Due Process								
	Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0
0									
0									
	b. Clinical Encounter								
	b.1 Medical (Generated at Institution):								
	Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0
0									
0									
	b.2 Dental (Generated at Institution):								
	Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0
0									
0									
	b.3 Mental Health (Generated at Institution):								
	Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0	<table border="1" style="display: inline-table;"><tr><td>0</td></tr></table>	0
0									
0									
	<b>Total</b>					<table border="1" style="display: inline-table;"><tr><td>275</td></tr></table>	275	<table border="1" style="display: inline-table;"><tr><td>178</td></tr></table>	178
275									
178									

**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**I. DISABILITY VERIFICATION**

						Value	Score
1.	Is Section B of the CDC Form 1845 completed correctly?						
	Number Reviewed	<u>30</u>	Number OK	<u>30</u>	<u>100%</u>	10	10
2.	Is section C and/or D of the CDC Form 1845 completed correctly?						
	Number Reviewed	<u>30</u>	Number OK	<u>30</u>	<u>100%</u>	10	10
3.	Is Section F (if applicable) of the CDC Form 1845 completed correctly?						
	Number Reviewed	<u>15</u>	Number OK	<u>4</u>	<u>27%</u>	10	3
4.	Is there a corresponding CDC 128C or CDC 7410 listing physical limitations or assistance with daily living needs?						
	Unit Health Record	<u>16</u>	Number OK	<u>5</u>	<u>31%</u>	10	3
		<u>23</u>	Number OK	<u>14</u>	<u>61%</u>	10	6
5.	Is the CDC 128B EC Chrono attached to the CDC 1845 for inmates with hearing and speech disabilities in the C File and UHR?						
	Unit Health Record	<u>9</u>	Number OK	<u>6</u>	<u>67%</u>	10	7
	Central File	<u>25</u>	Number OK	<u>25</u>	<u>100%</u>	10	10
6.	Is there a written procedure for performing maintenance, repairs and replacement of health care appliances (excluding wheelchairs)?					Y	10 10
7.	Are staff following the written procedure for performing maintenance, repairs and replacement of health care appliances (excluding wheelchairs)?						
	Number Reviewed	<u>6</u>	Number OK	<u>6</u>	<u>100%</u>	10	10
8.	Is there a written procedure for performing maintenance, repairs and replacement of wheelchairs?					Y	10 10
9.	Are staff following the written procedure for performing maintenance, repairs and replacement of wheelchairs?						
	Medical	<u>6</u>	Number OK	<u>6</u>	<u>100%</u>	10	10
10.	Are hearing aid batteries and other health care supplies, e.g., catheters, diapers, (not wheelchairs) etc., readily available for inmates as prescribed by Health Care Services?						
	GP Housing	<u>25</u>	Number OK	<u>25</u>	<u>100%</u>	10	10
	Medical Housing	<u>1</u>	Number OK	<u>1</u>	<u>100%</u>	10	10
	Special Housing	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	10	10
	Medical Clinics	<u>6</u>	Number OK	<u>6</u>	<u>100%</u>	10	10
11.	For specialized housing units, does medical staff monitor the health condition of an inmate whose appliance is taken away?						
	Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	10	10
12.	Are special order health care appliances delivered to the inmate within 10 days of arrival to the institution?						
	Number Reviewed	<u>1</u>	Number OK	<u>0</u>	<u>0%</u>	10	0
13.	Are prescribed health care appliances approved by the Correctional Captain and Health Care Managers or designee for approval?					Y	10 10
Total						180	149

**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**J. DEC SYSTEM**

		Value	Score			
1.	Is the C&PR and/or CCIII/RC using the DEC to track DPP inmates based on the CDC 1845? Comments:	<table><tr><td>Y</td></tr></table>	Y	<table><tr><td>20</td><td>20</td></tr></table>	20	20
Y						
20	20					
2.	Are CDC 1845s received by the C&PR and/or CCIII/RC within 72 hours of verification or the inmate's arrival from another institution? Comments:	<table><tr><td>Y</td></tr></table>	Y	<table><tr><td>20</td><td>20</td></tr></table>	20	20
Y						
20	20					
3.	Are CDC 1845s entered into the DEC within 24 hours of receipt? Comments:	<table><tr><td>Y</td></tr></table>	Y	<table><tr><td>20</td><td>20</td></tr></table>	20	20
Y						
20	20					
	Total	<table><tr><td>60</td></tr></table>	60	<table><tr><td>60</td></tr></table>	60	
60						
60						

**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**K. ACCESSIBILITY OF PROGRAMS**

Value      Score

1. The following questions apply to Transportation and Receiving and Release operations.

- a. Are inmates transported with their health care appliances?

Number Reviewed      1      Number OK      1      100%

10	10
----	----

- b. Are inmates allowed to retain their health care appliances?

Number Reviewed      1      Number OK      1      100%

10	10
----	----

- c. Are health care appliances listed on the inmate's property card?

Number Reviewed      1      Number OK      0      0%

10	0
----	---

- d. Are inmates initially housed according to their housing restrictions?

Number Reviewed      1      Number OK      1      100%

10	10
----	----

- e. Are accessible vehicles used for inmates who require assistance?

Number Reviewed      1      Number OK      1      100%

10	10
----	----

2. Is the following information included in orientation for all inmates?

- a. The purpose of the Disability Placement Program.

Y	5	5
---	---	---

- b. Availability of the CCR, ARP and similar printed materials in accessible formats.

N	5	0
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- c. Accommodations available to qualified inmates, e.g. sign language interpreters for due process events and clinical contacts

Y	5	5
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- d. Availability of TTYs and volume controlled phones.

Y	5	5
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- e. Access to inmate/staff scribes or readers and availability of of specialized library equipment.

0	0	0
---	---	---

- f. The CDC 1824 process.

Y	5	5
---	---	---

- g. The process of personal notification by staff of visits, ducats, etc.

Y	5	5
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- h. Access to closed captioned TV in the housing unit.

0	0	0
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- i. Verified case-by-case medical exceptions to institutional count procedures.

Y	5	5
---	---	---

- j. Information regarding emergency alarms, evacuations, written announcements and notices.

Y	5	5
---	---	---

3. Is orientation communicated effectively (alternate formats)?

Number Reviewed      5      Number OK      4      80%

5	4
---	---

4. Is the institution utilizing a separate TTY sign in sheet?

Number Reviewed      26      Number OK      25      96%

5	5
---	---

5. Is access to the TTY phone the same as the regular telephone?

Number Reviewed      26      Number OK      25      96%

5	5
---	---

6. Indicate which program features are available to disabled inmates in general population?

- a. TV - closed captioning (VHS institutions)

Number Reviewed      0      Number OK      0      0%

0	0
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**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**K. ACCESSIBILITY OF PROGRAMS**

					Value	Score
b. Inmate Assistants (designated mobility & V,H,S institutions)						
Number Reviewed	13	Number OK	13	100%	5	5
c. Volume Control Telephones						
Number Reviewed	25	Number OK	25	100%	5	5
d. Shower chairs						
Number Reviewed	25	Number OK	25	100%	5	5
7. Do the POST Orders include the following DPP information?						
a. Announcing count, movement, etc. for DPH and DPV inmates						
Number Reviewed	28	Number OK	26	93%	5	5
b. Emergency/Evacuation Procedures						
Number Reviewed	28	Number OK	27	96%	5	5
8. Are ID Photos of DPx inmates kept with current housing unit rosters?						
Number Reviewed	16	Number OK	14	88%	10	9
9. Is the institution complying with the Identification Vest Policy?						
Number Reviewed	28	Number OK	27	96%	10	10
10. Do inmates that are temporarily housed in a health care setting due to lack of accessible housing or require assistance with daily living (ADL) have reasonable access to equivalent programs and activities consistent with their custody and privilege groups?						
Number Reviewed	1	Number OK	1	100%	10	10
11. Are inmate body searches conducted pursuant to policy and include special accommodations for DPW/DPM/DPO inmates and inmates with prosthetic limbs?						
Number Reviewed	28	Number OK	28	100%	5	5
12. The following questions refer to health care appliances in ASU/SHU/PSU/PHU /MOHU and Condemned:						
a. Are appliances permitted for in-cell use?						
Number Reviewed	2	Number OK	2	100%	10	10
b. If permitted and removal becomes necessary:						
i. Is the removal due to an immediate direct threat, or collected as evidence for a crime or investigation?						
Number Reviewed	2	Number OK	2	100%	10	10
ii. Does custody staff contact medical staff for an evaluation for alternate in-cell accommodation?						
Number Reviewed	2	Number OK	2	100%	10	10

**PLEASANT VALLEY STATE PRISON  
DISABILITY PLACEMENT PROGRAM TOOL**

**K. ACCESSIBILITY OF PROGRAMS**

					Value	Score
iii. Is the warden or designee contacted for approval?						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	10	10
iv. Does the ICC confirm the removal?						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	10	10
v. Is the HCA or interim accommodation available to the inmate for in cell and out of cell use as prescribed?						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	10	10
c. Is the HCA poster in staff view?						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	10	10
d. When a HCA is retained for out of cell use, is it stored in an area accessible for staff to retrieve for the inmate's use?						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	10	10
13. Indicate which program features are accessible to disabled inmates within the ASU:						
a. Law Library						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	5	5
b. Exercise program						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	5	5
c. Shower chairs						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	5	5
14. Does visiting contain volume controlled phones or writing materials for inmates and the public?						
Number Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	0	0
15 Is there a TTY device available for inmates in the BPH Conference Room?						
Number Reviewed	<u>1</u>	Number OK	<u>1</u>	<u>100%</u>	5	5
Total					265	248